

ADMINISTRATIVE - INTERNAL USE ONLY

9:14 AM Wednesday, February 5, 1986

NOTE TO: [redacted]

Executive Officer for DDA

FROM: [redacted]

SUBJECT: Incoming mail

STAT

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On 15 Jan I sent you (OTE action) a 10 Jan letter to me from a Mike Vopatek of Decision Processes International (ER 0149). Do you happen to know what was done in that case? No rush, but I would like to know as I know the individual. (I told him, however, his letter would go in the hopper and be handled on its merits and our needs, but that anything favorable would be unlikely, given the odds and the fact we have a full stable.)

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Representatives from Precision Processes International will give a presentation on their program to OTE personnel on Friday, 7 February; thus, there will not be a written response.

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## ROUTING AND TRANSMITTAL SLIP

Date

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO: (Name, office symbol, room number,  
building, Agency/Post)

16 JAN 1986

Initials

Date

1. DIRECTOR OF TRAINING AND EDUCATION

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - ACTION

PLEASE PROVIDE A DIRECT RESPONSE WITH A DROP COPY

TO EXO/DDA AND ER.

SUSPENSE: 30 JANUARY 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, room number, building, Agency/Post)

Room No.—Bldg.

Phone No.

DDIA REGISTRY

FILE: 45-1

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X (w/o att)			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17	D/OTE		X (w/att)		
18					
19					
20					
21					
22					

SUSPENSE

Date

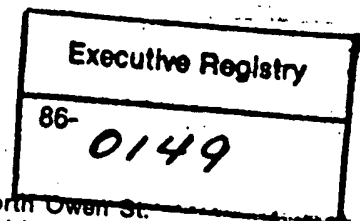
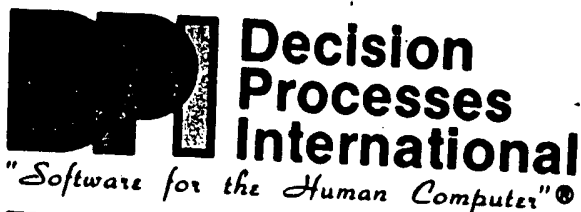
## Remarks

To 6: Please handle directly. Provide copy of any response to ES.

15 Jan 86

Date

3637 (10-81)

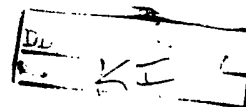


507 North Owen St.  
Alexandria, Virginia 22304  
Telephone: (703) 823-9770

[Redacted]  
Executive Secretary  
Central Intelligence Agency  
Washington, D. C. 20505

Mike Vopatek  
Partner

January 10, 1986



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Dear [Redacted]

Based on our recent conversation, I want to find out if our organization can be a resource to the Central Intelligence Agency. Realizing your organization is being impacted by change throughout the world, our services can be beneficial because we specialize in helping when tough, analytical decisions must be made.

**Decision Processes International** is the consulting firm which assists organizations in managing change by improving the quality of and confidence in their decisions. Our customers include *Esso, Gulf Oil, Union Oil, BP, ITT, Honeywell, 3M, FMC, Wang, Digital, Caterpillar Tractor, Raytheon, IBM, Alcan, Canadian Federal Government, and the United Nations.*

The DPI processes have maximum impact on an organization when any of the following symptoms exist: indecision by mid-level managers or supervisors, inefficient project teams, need for more participative leadership, lack of consideration to all risks associated with a recommended course of action, reduction in staff or budget, or subordinates having trouble selling their ideas to top managers. If any of these situations sound familiar, I would like to discuss how we have helped other organizations with similar circumstances.

Enclosed is a DPI corporate brochure which describes, in general terms, our services. I will call to answer any questions and determine if and when a meeting is appropriate.

Sincerely yours,